



Posted: May 28, 2004

**REQUEST FOR PROPOSALS  
DEPARTMENT OF PUBLIC WORKS  
ARCHITECTURAL AND INTERIOR DESIGN SERVICES – FY 2005**

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The City of Norfolk is requesting proposals from qualified and competent architectural firms, licensed to do business in the Commonwealth of Virginia, for the purpose of entering into a contract to perform professional services. The City realizes the need for architectural and interior design services on an as-required basis and intends to enter into an annual agreement, renewable for two (2) additional one-year terms, with the firm selected to provide these services. The City will provide a scope of services for each specific request for architectural and interior design services required under the agreement. The services which may be requested under this agreement are those related to the planning and design of new construction and additions, renovations, and alterations to existing City buildings or facilities. It is intended that this contract be used primarily for small and mid-sized projects. Requests for services may include, but not necessarily limited to the following:

- Conduct architectural inspections and/or evaluations, and prepare reports.
- Provide architectural design for projects which may include scope studies, cost studies, and design of projects for renovations, alterations, and additions to various City buildings or facilities.
- Provide interior design services which may include interior space planning, casework design, furniture and equipment selection, finishes and other appropriate essentials.
- Perform architectural design services, including preparation of required plans and specifications. Provide incidental structural, mechanical, electrical, and civil engineering as required by specific projects.
- Provide construction administration services which may include bid review, shop drawing review, issuing change orders, and holding on-site meetings with the contractor.
- Make periodic visits to the site to review progress of the work and make final and warranty inspections.
- Provide Ad-hoc professional services as directed by the Director of Public Works related to architectural and interior design.

Professional services shall be complete in furnishing all architectural and interior design services required to perform architectural and engineering evaluations and inspections, programming, preliminary design, final design services, cost estimates, preparation of full contract drawings and specifications, shop drawings review, reproduction services, assistance in pre-bid and preconstruction meetings with prospective bidders, bid reviews and recommendation, construction administration, inspection during construction, and as-built drawing preparation. The total fee for all services under this annual, renewable contract shall be in accordance with State guidelines.

Your proposal should address the proposed work and include the following information. In no event should your proposal, including all covers, dividers, attachments and brochures, exceed 20 sheets of paper.

- Details of the project team, including resumes of the key staff individuals and sub-consultants. Include background and experience of all team members.
- Profile of the firms' principals, staff, and facilities.

- Previous experience with similar types of projects, including the scope of work, the client, the status of the project, and the year the work was performed.
- Statements concerning the availability of staff to perform the work on an as-needed basis.
- A written statement attesting that the firm maintains an errors and omissions liability policy with a minimum limit of \$500,000.
- At your option, appropriate brochures, photographs or printed material may be submitted.

The City of Norfolk encourages all qualified minority and disadvantaged businesses to submit a proposal for this project. Information should be provided on any proposed minority participation, either in terms of personnel within your organization or use of outside consultants.

Under the Virginia Freedom of Information Act (Chapter 21, Code of Virginia) your proposal, except those parts considered proprietary in nature, is subject to release to the public. If your proposal, or parts of it, is proprietary in nature, you must clearly mark the appropriate parts and send an explanation of your declaration to the Director of Public Works.

All proposals are due no later than **4:00 p.m., Friday, June 18, 2004**, in the office of the Director of Public Works, City Hall Building, 810 Union Street, Room 700, Norfolk, Virginia 23510. Five (5) copies of this proposal shall be submitted.

Evaluation of proposals will be under the complete jurisdiction of the City of Norfolk. Upon receipt of the proposals, the City will evaluate all materials submitted by responding firms and rank the proposals in order of qualifications by virtue of technical competence, general background, experience, availability, etc. The city shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. After completion of the interview process, the City shall select, in the order of preference, two or more offerors whose professional qualifications and proposed services are deemed most meritorious. At that time, the City will enter into negotiations with the first choice firm to determine an agreeable method of compensation for service. If negotiation cannot be successfully completed with the first choice firm, the City will then negotiate with the second choice firm, etc. Upon completion of negotiations, a formal contract agreement will be prepared and executed between the consultant and the City of Norfolk.

If there are any questions concerning the proposal, please contact Mr. Robert D. Meadows, City Architect, at (757) 664-4634.

John M. Keifer  
Director

Virginian Pilot – May 30, 2004  
Journal & Guide – May 30, 2004